

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS **DATE:** March 7, 2003  
**REFERENCE CODE:** 2003-012

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
Personnel Transactions Supervisors  
Personnel Transactions Staff

**FROM:** Department of Personnel Administration  
Benefits Division

**SUBJECT:** Group Legal Services Insurances Plan - 2003 Annual Open Enrollment

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The annual open enrollment for the State's Group Legal Services Insurance Plan is March 3 through April 30, 2003. See the Benefits Administration Manual for details on processing enrollment forms for this program. During this enrollment period, eligible employees may enroll in the Plan and current enrollees can change their coverage from single to family/family to single, add/delete eligible dependents, or cancel coverage. Employees already enrolled in the Plan are not required to re-enroll each year in order to continue coverage.

This memo provides information on plan eligibility criteria, effective dates of coverage, orientation training sessions, and instructions for ordering plan enrollment materials.

CARRIER

The plan administrator, ARAG® Group, is a leader in its industry, providing high quality service and access to professional legal advice for State employees. To date, more than 25,000 State employees have enrolled in this program. To get additional information, please contact ARAG® Group at (800) 247-4184, TDD (800) 383-4184 or via its Web site at: <http://members.araggroup.com/california>.

There is also a complete listing of all employee training sessions available at this Web site.

#### PREMIUM RATES

The monthly premium is \$9.60 for individual coverage and \$16.95 for family coverage (employee and one or more eligible dependents).

#### ELIGIBILITY CRITERIA

Employees eligible to enroll in the State's Group Legal Services Insurance Plan during this open enrollment period include:

1. Permanent or probationary employees excluded from collective bargaining, with a timebase of half-time or more, who are represented by the following designations:
  - Managerial (M, E59, E79, E99)
  - Supervisory (S, E48, E58, E68, E78, E98)
  - Confidential (C, E97)
  - Excluded/Exempt (E88, E89)
  - E01 through E21, E67, E77
2. Permanent or probationary employees with a timebase of half-time or more.
3. Permanent-Intermittent (PI) employees are eligible to enroll if they meet the required number of hours worked in a control period: January through June (480 hours) or July through December (480 hours) or annually July through June (960 hours). A PI employee must receive credit for 480 paid hours in the current control period or a total of 960 paid hours in two consecutive (prior and current) control periods (See Benefits Administration Manual (BAM), Section 1502 for details).
4. Employees on Training and Development assignments or limited-term assignments are eligible to participate in the program only if their permanent civil service appointment has a time base of half-time or more.

#### Dependent Eligibility

Eligible dependents are defined as:

1. a lawful spouse;
2. any unmarried, dependent child under the age of 23 who has never been married;
  - a. children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian; and
  - b. any economically dependent child, 23 years of age or over if he/she is incapable of self-support because of a

physical or mental disability who has never been married and is chiefly dependent on the eligible employee for support and maintenance.

Family members who are not eligible include the eligible employee's parents and grandparents, domestic partners, children under the age of 23 who are married, or who have been married, and children over age 23, unless disabled as specified above. Employees are responsible for notifying the Human Resources/Personnel Office to complete the necessary paperwork when a child loses dependent eligibility.

#### EFFECTIVE DATES OF COVERAGE

The employee's effective date of coverage will begin on the first day of the pay period following the first premium (payroll) deduction. For example, for completed enrollment forms processed by the Personnel Office and forwarded to the State Controllers Office by March 10 (and there are no errors on the form), the first premium deduction will be in the March paycheck, and the effective date of coverage will be April 1. For enrollment forms received by SCO on or after March 11 through April 10, the effective date of coverage will be May 1. Any enrollment forms received by SCO on or after April 11 through May 10 will have an effective date of June 1.

Timely processing is important. Late enrollments **will not** be approved for a retroactive effective date. Because this is a pre-paid plan a payroll deduction must appear on the employee's paycheck before coverage can begin. SCO will return any incorrectly completed forms to the Human Resources/Personnel Office for correction, which will delay the enrollment date. The date when the corrected form is returned to the SCO will determine the employee's effective enrollment date.

#### EMPLOYEE COMMUNICATIONS

A variety of communications will be used to inform employees about the Group Legal Services Insurance Plan open enrollment. For example, an open enrollment packet was mailed directly to the home address of approximately 190,000 eligible employees who are not currently enrolled in the plan.

The packet contains a cover letter, an enrollment form, a plan brochure, and a schedule of training sessions that will be conducted throughout the state.

#### ORDERING ENROLLMENT KITS

Departments should always maintain an adequate supply of marketing and enrollment materials in stock during open enrollment and for employees who become newly eligible during the year.

DPA does not maintain these materials for distribution to departments. Please order supplies directly from the ARAG® Group at 1-800-247-4184/TDD 800-383-4184 or email your request to: service@araggroup.com.

#### EMPLOYEE TRAINING SESSIONS

From March through April, representatives from ARAG® Group will conduct State-sponsored employee training sessions throughout the state. Please help us publicize these training sessions. You may reproduce and distribute the enclosed schedule to your offices/field locations or communicate this information via e-mail messages, memos, or any other communication methods.

We appreciate your continued assistance in explaining the Group Legal Services Insurance Plan to your employees and processing the enrollment documents on a timely basis. Your assistance was instrumental in a highly successful open enrollment last year with more than 5,800 employees enrolling in the plan. If you have any questions regarding this memo, please call Sondra Cooper at (916) 324-9365, CALNET 454-9365, or email [sondracooper@dpa.ca.gov](mailto:sondracooper@dpa.ca.gov).

Terri Westbrook, Chief  
Benefits Division

#### NORTHERN CALIFORNIA LOCATIONS

Campbell - March 7, 2003  
Employment Development Department  
2450 South Bascom Avenue  
9:30 a.m. - 11:30 a.m. (Drop-in Open Session)

Sunnyvale - March 7, 2003  
Employment Development Department  
420 South Pastoria Avenue  
1:30 - 3:30 p.m. (Drop-in Open Session)

Oakland - March 11, 2003  
State Compensation Insurance Fund, (Open to SCIF staff only)  
2955 Peralta Oaks Court, Conference Room  
9:30 a.m. - 10:30 a.m.  
11:00 a.m. - 12:00 p.m.  
1:30 p.m. - 2:30 p.m.

San Francisco - March 13 and March 14, 2003  
State Compensation Insurance Fund, (Open to SCIF staff only)  
1275 Market Street, "PAC" Room  
9:00 a.m. - 10:00 a.m.  
11:00 a.m. - 12:00 p.m.

1:30 p.m. - 2:30 p.m.  
3:00 p.m. - 4:00 p.m.

Sacramento - March 24 and March 25, 2003

Water Resources Building  
1416 9<sup>th</sup> Street, Auditorium  
9:00 a.m. - 10:00 a.m.  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Sacramento - March 26, 2003

Board of Equalization  
450 North Street, Board Room  
9:00 a.m. - 10:00 a.m.  
11:00 a.m. - 12:00 p.m.  
1:30 p.m. - 2:30 p.m.

Repressa - March 28, 2003

Folsom State Prison (Open to Prison Staff only)  
300 Prison Road, Larkin Hall  
6:30 a.m. - 7:30 a.m.  
8:30 a.m. - 9:30 a.m.  
10:30 a.m. - 11:30 a.m.  
12:00 p.m. - 1:00 p.m.  
2:00 p.m. - 3:00 p.m.

Chico - April 2, 2003

Health Services  
1367 E. Lassen Avenue  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Redding - April 3, 2003

Department of Transportation, District 2  
1657 Riverside Drive  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

#### CENTRAL CALIFORNIA LOCATIONS

Fresno - March 24, 2003

CA Public Employees' Retirement System  
10 River Park Place East, Training Room  
9:00 a.m. - 10:00 a.m.  
11:00 a.m. - 12:00 p.m.  
1:30 p.m. - 2:30 p.m.

Fresno - March 25, 2003

Department of Motor Vehicles (North)  
6420 North Blackstone, Training Room  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Fresno - March 26, 2003

Department of Transportation - District 6  
2015 East Shields Avenue, Yosemite Room  
11:00 a.m. - 12:00 p.m.  
1:30 p.m. - 2:30 p.m.

Fresno - March 27, 2003

Department of Rehabilitation  
2550 Mariposa Mall, First Floor  
10:30 a.m. - 11:30 p.m.  
1:30 p.m. - 2:30 p.m.

Bakersfield - March 28, 2003

Department of Rehabilitation  
1405 Commercial Way, Conference Room  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Porterville - April 7, 2003

Porterville Developmental Center  
26501 Avenue 140, Classroom 41  
10:00 a.m. - 12:00 p.m. (Drop-in Open Session)  
1:00 p.m. - 2:00 p.m. PowerPoint Presentation  
2:00 p.m. - 3:00 p.m.

#### SOUTHERN CALIFORNIA LOCATIONS

Los Angeles - March 10, 2003

Ronald Reagan Building  
300 South Spring Street, Auditorium  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Van Nuys - March 11, 2003

State Building  
6150 Van Nuys Boulevard, Auditorium Rm 135  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Norwalk - March 12, 2003

Metropolitan State Hospital  
11401 South Bloomfield Avenue, James Hall  
10:30 a.m. - 2:30 p.m. (Drop-in Open Session)

San Diego - March 13, 2003

San Diego State Building  
1350 Front Street, Auditorium/Room B-109  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Riverside - March 17, 2003

California Tower - Messanine  
3737 Main Street, Highgrove Room SE 200  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Mission Valley - March 18, 2003

Mission Valley State Building  
7575 Metropolitan Drive, Glass Room  
10:30 p.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Irvine - March 19, 2003

Dept. of Transportation, District 12  
3347 Michelson Drive, Room C-116  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Costa Mesa - March 20, 2003

Fairview Developmental Center  
2501 Harbor Boulevard, Admin. - Small Class Room  
10:30 a.m. - 2:30 p.m. (Drop-in Open Session)

San Bernardino - April 14 and 15, 2003

Department of Transportation, District 8  
464 W. Fourth Street, Training Room 805  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Lancaster - April 21, 2003

CA State Prison - Los Angeles County (Open to Lancaster staff only)  
44750 60<sup>th</sup> Street, West, Big Columbia Room  
6:00 a.m. - 7:00 a.m.  
10:00 a.m. - 11:00 a.m.  
12:00 p.m. - 1:00 p.m.  
2:00 p.m. - 3:00 p.m.  
4:00 p.m. - 5:00 p.m.